

Federal Parent Locator Service

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A. IRG Output Record Layout A-1

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Chart A-1: IRG Address Record Layout for Download of Location Codes and
Addresses to States A-2

1. ADD NEW ADDRESS TYPE FOR STATE REGIONAL AND CHILD SUPPORT OFFICES (OCSE REF #2165)

The Intergovernmental Referral Guide (IRG) system is being modified to allow States to enter contact information for up to 30 State regional offices per State and 20 child support offices per county. The organizational code associated to these address types will be modified to accommodate the expansion.

1.1 Summary of Changes

The IRG will have 30 address types available for State regional office and 20 address types per county available for State child support offices. The organizational code will be changed to allow for expansion.

1.2 Background

States requested additional address types to enter their State regional and child support offices.

1.3 Description of Changes

The IRG is being modified by creating additional address types to allow States to enter additional contact information for their regional and child support offices. The organizational code is being modified to allow for the additional address types as well as for future expansion. For example: Regional Office III with an organizational code of RTH will have the organizational code changed to R03. Child Support Office I with an organization code of CON will have the organizational code changed to C01.

1.4 Impact on States

This change will have no impact on States. Changes will only be made to the database reference table. The States will have additional address types to enter their contact data.

1.5 Output Record Specification

Appendix A, "IRG Output Record Layout", Chart A-1, "IRG Address Record Layout for Download of Location Codes and Addresses to States", lists the new codes in the "Address Type 2" field (positions 4-6).

1.6 Input Record Specification

This modification does not affect input record layouts.

2. REMOVE 'ADD NEW ADDRESS' BUTTON FROM VIEW ONLY SCREENS (OCSE REF #2254)

2.1 Summary of Changes

The IRG is being modified to remove the **Add New Address** button from the State and Public users' view access pages. For State or Public view access, if no addresses are associated with a Central OCSE, Regional OCSE or International address type, the user currently receives the message "No Address Available" with the **Add New Address** button displayed. The **Add New Address** button should not appear.

2.2 Background

State or Public users have view – only access to the Central OCSE, Regional OCSE or International address types. The **Add New Address** button does not function, and should not appear.

2.3 Description of Changes

The IRG is being modified to remove the **Add New Address** button from the State and Public view access pages.

2.4 Impact on States

There is no impact to State systems. This change involves only a user interface change.

2.5 Output Record Specification

This modification does not affect output record layouts.

2.6 Input Record Specification

This modification does not affect input record layouts.

3. DISPLAY THE “INTERNATIONAL RECORDS? YES OR NO” OPTION WITH THE “ALL RECORDS” DOWNLOAD SECTION (OCSE REF #2257)

3.1 Summary of Changes

In the Address Download screen, the “International Records? Yes or No” option is not currently located with the “All Records” download section. This change will display the International Records option with the “All Records” section.

3.2 Background

The design of the screen does not clearly depict that the “International Records? Yes or No” option pertains to the “All Records” option.

3.3 Description of Changes

The IRG Address Download screen will be modified to accommodate the change needed to include the “International Records? Yes or No” option within the “All Records” download section. Adjustments will also be made to accommodate the inclusion of Tribal address information in the IRG.

3.4 Impact on States

There is no impact to State systems. This change involves only a user interface change.

3.5 Output Record Specification

This modification does not affect output record layouts.

3.6 Input Record Specification

This modification does not affect input record layouts.

4. ADD TRIBAL ADDRESS INFORMATION TO THE IRG SYSTEM (OCSE REF #2283)

4.1 Summary of Changes

The IRG system is being enhanced to provide current IRG functionality to support Tribal addresses. The following enhancements will occur:

- Contact information for federally-funded IV-D Tribes will be added.
- Tribal contact information will be viewable by Public users.
- A new security/access level will be created for Tribal Administrators to add, modify, and delete their Tribes' contact information.
- A Tribal download report will be available.
- All Tribal updates will be audited.
- All access to Tribal information will be tracked.

4.2 Background

The State, Tribal and OCSE Administrators are interested in expanding the information available through the IRG to include Tribal data. The contact information for the federally-funded Tribes will be added to the IRG.

4.3 Description of Changes

The IRG will be modified to add Tribes to all functions of the IRG. The Tribal Administrators must be able to add, modify, or delete their contact information. The OCSE and IRG Administrators must be able to certify the Tribal contact information. All adds, modifies, and deletes must be captured on the audit reports. The Tribal addresses must be included in an address download. The IRG must track access to the Tribal information by other users.

4.4 Impact on States

This change will not require any change to State systems. A new user interface screen will be developed for Tribes' use. All users will now be able to access Tribal information.

4.5 Output Record Specification

Appendix A, "IRG Output Record Layout", Chart A-1, "IRG Address Record Layout for Download of Location Codes and Addresses to States", lists the new codes in the "Address Type 1 and 2" fields (positions 1-6) for Tribes.

4.6 Input Record Specification

This modification does not affect input record layouts.

5. ADD ACF “FOOTER” AND “LAST MODIFIED DATE” TO ALL IRG SCREENS (OCSE REF #2302)

5.1 Summary of Changes

All ACF sites and applications are required to have properly formatted footers and last modified dates at the end of the webpage for consistency with ACF Web Standards.

5.2 Background

ACF is requiring all applications located on its website to present a footer and a last modified date on all webpages.

5.3 Description of Changes

The IRG will be modified to have a footer and last modified date on all webpages used to add, modify, and delete address types and contact information.

5.4 Impact on States

There is no impact to State systems. This change involves only a user interface change.

5.5 Output Record Specification

This modification does not affect output record layouts.

5.6 Input Record Specification

This modification does not affect input record layouts.

A. IRG OUTPUT RECORD LAYOUT

This appendix contains the record specifications for the IRG output record that is affected by the changes made for this release.

Chart A-1 presents the IRG Address Record Layout For Download of Location Codes and Addresses to States with changes highlighted in turquoise.

CHART A-1: IRG ADDRESS RECORD LAYOUT FOR DOWNLOAD OF LOCATION CODES AND ADDRESSES TO STATES				
OMB Control No: 0970-0209 Expiration Date: 03/31/2009				
Field Name	Location	Length	A/N	Description
Address Type 1	1-3	3	A	Type of Address FED – Federal INT – International LOC – County/Local STA – State TRB – Tribal
Address Type 2	4-6	3	A	Type of Address <u>If Address Type 1 = LOC</u> AGO – Attorney General CHC – Chancery Court CLC – Clerk of the Court COL – Collection Agency CTC – Circuit Court C01 – Child Support Office I C02 – Child Support Office II C03 – Child Support Office III C04 – Child Support Office IV C05 – Child Support Office V C06 – Child Support Office VI C07 – Child Support Office VII C08 – Child Support Office VIII C09 – Child Support Office IX C10 – Child Support Office X C11 – Child Support Office XI C12 – Child Support Office XII

CHART A-1: IRG ADDRESS RECORD LAYOUT FOR DOWNLOAD OF LOCATION CODES AND ADDRESSES TO STATES

OMB Control No: 0970-0209 Expiration Date: 03/31/2009

Field Name	Location	Length	A/N	Description
				<p>C13 – Child Support Office XIII C14 – Child Support Office XIV C15 – Child Support Office XV C16 – Child Support Office XVI C17 – Child Support Office XVII C18 – Child Support Office XVIII C19 – Child Support Office XIX C20 – Child Support Office XX</p> <p>DAO – District Attorney DTC – District Court FAC – Family Court FCC – Family Court Commissioner FRC – Friends of the Court JDR – Juvenile and Domestic Relations Court PAO – Prosecuting Attorney RES – Responding Agency SPO – State Prosecutor SUP – Superior Court TLC – Tribal Court</p> <p><u>If Address Type 1 = STA</u></p> <p>AIP – Automated Interstate Case Payment Requests Contact AIS – Automated Interstate Case Status Requests Contact BVS – Bureau of Vital Statistics Contact CDC – Collection and Distribution Contact CEJ – Continuing Exclusive Jurisdiction Contact CNT – CSENet Contact COC – Copy of Order Contact</p>

CHART A-1: IRG ADDRESS RECORD LAYOUT FOR DOWNLOAD OF LOCATION CODES AND ADDRESSES TO STATES

OMB Control No: 0970-0209 Expiration Date: 03/31/2009

Field Name	Location	Length	A/N	Description
				CRG – Central Registry Contact EAC – Employer Assistance Contact EFT – Electronic Funds Transfer Contact EIW – Employer Income Withholding Contact FDM – Financial Institution Data Match Contact GCL – Guideline Calculations Contact GTI – Genetic Testing and Interstate Teleconferencing Contact IPC – Interstate Policy Contact IRG – Intergovernmental Referral Guide Contact IVD – State IV-D Director NHR – New Hire Reporting Contact NMS – National Medical Support Contact NVD – Non IV-D Contact PAF – Paternity Acknowledgement Forms Contact PAT – Paternity Acknowledgement Copies Contact PDC – Passport Denial Contact PFR – Putative Father Registry PRC – Privatization Contact PRW – PRWORA-Administrative Policies, Procedures Contact PYR – Payment Records Contact R01 – Regional Office I R02 – Regional Office II R03 – Regional Office III R04 – Regional Office IV R05 – Regional Office V R06 – Regional Office VI R07 – Regional Office VII

CHART A-1: IRG ADDRESS RECORD LAYOUT FOR DOWNLOAD OF LOCATION CODES AND ADDRESSES TO STATES

OMB Control No: 0970-0209 Expiration Date: 03/31/2009

Field Name	Location	Length	A/N	Description
				R08 – Regional Office VIII
				R09 – Regional Office IX
				R10 – Regional Office X
				R11 – Regional Office XI
				R12 – Regional Office XII
				R13 – Regional Office XIII
				R14 – Regional Office XIV
				R15 – Regional Office XV
				R16 – Regional Office XVI
				R17 – Regional Office XVII
				R18 – Regional Office XVIII
				R19 – Regional Office XIX
				R20 – Regional Office XX
				R21 – Regional Office XXI
				R22 – Regional Office XXII
				R23 – Regional Office XXIII
				R24 – Regional Office XXIV
				R25 – Regional Office XXV
				R26 – Regional Office XXVI
				R27 – Regional Office XXVII
				R28 – Regional Office XXVIII
				R29 – Regional Office XXIX
				R30 – Regional Office XXX
				SDU – State Disbursement Unit
				SLA – State Long Arm Statute and Process Contact
				SLC – State Lien Contact
				SPA – State Paternity Acknowledgement Hospital Contact

CHART A-1: IRG ADDRESS RECORD LAYOUT FOR DOWNLOAD OF LOCATION CODES AND ADDRESSES TO STATES				
OMB Control No: 0970-0209 Expiration Date: 03/31/2009				
Field Name	Location	Length	A/N	Description
				SPC – Service of Process Contact SPL – State Parent Locator Service TOC – Tax Offset Coordinator UCW – Unemployment Compensation Withholding WCW – Workers Compensation Withholding <u>If Address Type 1 = FED</u> CEN – OCSE Central Office REG – OCSE Region <u>If Address Type 1 = INT</u> FRC – Foreign Country <u>If Address Type 2 = TRB</u> T01 – Tribal Office 1 T02 – Tribal Office 2
FIPS Code	7-8	2	A/N	Depending on the type of address being added, the code will be selected. State, Territory Code or Country (e.g., ‘04’) or Tribal Code (‘90’).
County Code (Local Code) International City or Province	9-11	3	A/N	County FIPS Code (e.g., ‘000’) International City or Province (e.g., ‘045’, or space out the first ‘0’ as a placeholder). BIA Code of Tribal – when Address Type equals Tribal (TRB) (e.g., ‘123’ or ‘S04’)
Collection Agency or International ID Tribal Location	12-13	2	N	Defaulted to zero (i.e., ‘00’) International ID is zero or space. Tribal is zero (i.e., ‘00’)
Department Name	14-48	35	A	Department Name

CHART A-1: IRG ADDRESS RECORD LAYOUT FOR DOWNLOAD OF LOCATION CODES AND ADDRESSES TO STATES				
OMB Control No: 0970-0209 Expiration Date: 03/31/2009				
Field Name	Location	Length	A/N	Description
Title	49-83	35	A	Title
Street Address Line 1	84-118	35	A/N	First Line of Street Address
Street Address Line 2	119-153	35	A/N	Second Line of Street Address
City	154-183	30	A	Name of the City
State or Country	184-203	20	A	State Abbreviation or Country Name
ZIP Code	204-212	9	N	U.S. ZIP Code
Area Code	213-215	3	N	Telephone Area Code
Exchange	216-218	3	N	Telephone Exchange
Sequence Number	219-222	4	N	Telephone Number
Extension Number	223-227	5	N	Telephone Extension
Action Code	228	1	A	A – Address added C – Address changed D – Address deleted
Facsimile	229-231	3	N	Facsimile Telephone Area Code
Facsimile Exchange 1	232-234	3	N	Facsimile Telephone Exchange
Facsimile Sequence Number	235-238	4	N	Facsimile Telephone Number
Record Date	239-246	8	N	System-generated date when record is added, changed, or deleted: CCYYMMDD
Filler	247	1	A/N	Filler